



DEPARTMENT OF THE NAVY

NAVAL SCHOOL OF HEALTH SCIENCES  
BETHESDA, MARYLAND 208894611

IN REPLY REFER TO:  
NSHSBETHINST 5530.1F  
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NSHS BETHESDA INSTRUCTION 5530.1F

From: Commanding Officer

Subj: PHYSICAL SECURITY AND LOSS PREVENTION PROGRAM

Ref: (a) OPNAVINST 5530.14C  
(b) NNMCIINST 5530.2A  
(c) NSHSBETHINST 3440.2C

Encl: (1) Naval School of Health Sciences Physical Security and  
Loss Prevention Manual

1. **Purpose.** To issue uniform standards for physical security and loss prevention measures to safeguard personnel, property, and material at the Naval School of Health Sciences (NSHS), Bethesda, as required by references (a) through (c).
2. **Cancellation.** NSHSBETHINST 5530.13
3. **Applicability.** This directive is applicable to the Naval School of Health Sciences, Bethesda, Maryland.
4. **Discussion.** Security is the direct, immediate and moral responsibility of all military and civilian personnel assigned to NSHS Bethesda. An effective physical security program depends on command involvement, an accurate assessment of the command security posture, and the availability of security resources.
5. **Policy.** Reference (b) tasks NSHS with the responsibility of all aspects of security regarding the area and material assigned to the command and establishing internal security procedures to accomplish this task. Enclosure (1) outlines physical security and loss prevention responsibilities at NSHS.
6. **Action**
  - a. The Commanding Officer is responsible for physical security and loss prevention at NSHS.
  - b. The Security Manager is the designated representative of the Commanding Officer responsible for planning, implementing, enforcing, and supervising the physical security and loss prevention program at NSHS. The Security Manager will designate a Security Officer to assist in determining the adequacy of the command's Physical Security and Loss Prevention Program by

identifying those areas in which improved physical security and loss prevention measures are required.

C. The Physical Security Review Committee (PSRC) is responsible for advising and assisting the Commanding Officer in applying the standards of, and implementing the program for, physical security and loss prevention.

A handwritten signature in black ink, appearing to read "D A Wynkoop". The signature is written in a cursive, slightly stylized font.

D. A. WYNKOOP

Distribution:  
List II

NAVAL SCHOOL OF HEALTH SCIENCES  
BETHESDA, MARYLAND

PHYSICAL SECURITY AND  
LOSS PREVENTION MANUAL

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ANNEX A

**INTRODUCTION**

Ref: (a) NSHSBETHINST 5239.1B  
(b) NSHSBETHINST 4235.2D

1 Site and Facility Description. NSHS is a tenant command of the National Naval Medical Center (NNMC). NSHS facilities include Building 141, and spaces located in Buildings 1, 4-6, 54 and 5-7.

2 Purpose. To establish policy and standardize requirements for physical security and loss prevention at this command. This manual:

a. Establishes uniform minimum physical security and loss prevention standards.

b Provides guidance for evaluating, planning, and implementing this command's Physical Security and Loss Prevention Program.

c. Provides a basis for determining cost effective physical security measures/upgrades through standardized practices.

3. Scope. This manual covers responsibilities for physical security and loss prevention. It classifies various security hazards, details protective measures and management actions which must be employed to provide an acceptable physical security posture, and sets minimum physical security standards.

4. Security Responsibilities.

a. The Commanding Officer is responsible for the physical security of the command, appointing a Security Manager, and establishing and maintaining a physical security and loss prevention program. The Commanding Officer will provide sufficient resources, staff assistance and authority to the Security Manager to implement, manage, and execute an effective physical security and loss prevention program.

b The Operating Management Department provides physical security, maintains good order and discipline within the command, and coordinates appropriate law enforcement activities with the NNMC Public Safety Department, Naval Criminal Investigative Service (NCIS) and local law enforcement agencies. Physical security responsibilities will be organized as follows:

(1) The Security Manager is the Commanding Officer's advisor and direct representative in matters pertaining to the security of classified material. The Security Officer supports the Security Manager in protecting classified material.

(2) The Security Officer will be designated in writing by the Commanding Officer. The Security Officer will report to the Security Manager all matters pertaining to physical security, law enforcement, and anti-terrorism posture of the command. The Security Officer will be trained, qualified, and of the grade or rank as set forth in reference (a) of this instruction.

(3) The Chief Master-At-Arms (CMAA) is responsible for all command security and law enforcement functions including loss prevention, visitor processing, parking permit issuance, and investigating all cases not under the jurisdiction of NCIS. Investigative findings shall be forwarded to the command Legal Officer for review.

(4) The Collateral Duty Master-At-Arms will assist the CMAA in the performance of duties as required.

5. Physical Security Survey. The NSHS Security Manager will conduct an annual physical security survey using reference (a).

6. Federal Information Processing (FIP) Resources Security Plan. The NSHS Federal Information Processing Security Plan provides guidance and procedures to ensure that all networks and computers at this command are maintained and adequately protected. Use of personal FIP equipment shall comply with guidelines set forth in reference (a) of this Annex.

7. Material Control. Command personnel requiring the use and transport of government property off the NNMC complex will be required to obtain a property pass from the Equipment Manager following the guidelines established in reference (b) of this Annex.

8. Safeguarding of Private Property. Use of personal property at NSHS is strongly discouraged: All private property brought into the command must be marked with identifying information to determine ownership. The owner should keep a copy of this information in a safe place.

9. Security Forces. NSHS does not maintain a security force. When needed, assistance is provided by the NNMC Public Safety Department, Security Division. NSHS Auxiliary (ASF) Security Force personnel augment the NNMC Public Safety Department, Security Division when requested.

10. Security Education and Training.

a. Training shall be accomplished by the Security Officer in connection with the command training plan. It shall include the following topics:

(1) Pertinent aspects of reporting missing, lost or stolen equipment; reporting misuse or misappropriation of government property and services; and proper utilization of the

property pass system.

(2) The Crime Prevention Program.

(3) Counterintelligence and terrorist awareness.

(4) Bomb threat.

b The Command Training Officer shall assist the Security Officer in the development of the training syllabus and schedules and maintain records of personnel who have received training.

11. Personnel Identification. The identification badge system shall be implemented for staff and students at this command. The NSHS Operating Management Department shall ensure that:

a. All command personnel, staff and students, obtain proper identification badges from NNMC Public Safety Department, Pass and ID Section.

b. Badges are worn conspicuously on the person.

c. Contractors and maintenance personnel obtain appropriate identification badges from NNMC Public Safety Department, Pass and ID Section.

12. Vehicle Control and Registration. Command personnel who operate a motor vehicle on board the NNMC complex are required to register their vehicle(s) with the NNMC Public Safety Department, Pass and ID Section. When authorized to park in a permit parking lot, personnel are required to obtain the appropriate sticker. Base Security and NSHS MAA staff will issue designated lot stickers to staff personnel as appropriate.

13. Definitions. Terms used throughout this manual are defined in Appendix 1 of this Annex.

## APPENDIX 1, ANNEX A

DEFINITIONS

1. Anti-terrorism. Defensive measures used by Department of the Navy to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military forces.
2. Capability. Applies when a terrorist group has the ability to carry out an operation against U. S. interests in areas of concern. This includes resources such as intelligence, mobility, personnel, etc.
3. Complex. A grouping of facilities, located in the same vicinity, which supports particular functions. Installations may be elements of a base.
4. Counterterrorism. Offensive measures taken to prevent, deter, and respond to terrorism.
5. Espionage. Acts directed toward the acquisition of information through clandestine operations.
6. Existence. Applies when a terrorist group is present in an area of concern. Group need not have posed a threat to U. S. or DOD interest in the past.
7. History. Applies when a group's history of terrorist acts and behavior reflect an anti-U. S. stand or include previous attacks against U. S. interest.
8. Physical Security. That part of security concerned with physical measures designed to safeguard personnel, prevent unauthorized access to equipment, facilities, material, computer media, and documents, and to safeguard them against espionage, sabotage, damage, and theft.
9. Physical Security Inspection. An examination of the physical security and loss prevention programs of an activity to determine compliance with physical security policy. A representative of an immediate superior in command normally conducts physical security inspections. Follow-up action to correct noted deficiencies is required.
10. Physical Security Survey. A specific on-site examination/evaluation of physical security and loss prevention programs of an activity by the security officer to determine the activity's vulnerabilities and compliance with physical security

policies. Survey results are not normally disseminated up the chain of command. They are used primarily as a management tool by the surveyed command.

11 Property. All assets including real property; facilities; funds and negotiable instruments; tools and equipment; material and supplies; computer hardware and software; and information in the form of documents and other media, whether, categorized as routine or special, unclassified or classified, non-sensitive or sensitive, critical, valuable or precious.

12 Sabotage. An act or acts with intent to injure, interfere with or obstruct the national defense of a country by willfully injuring or destroying, or attempting to injure or destroy, any national defense material, premises or utilities, to include human and natural resources. Note: During peacetime, destruction of government property, especially by U. S. military personnel, is normally investigated by the NCIS as an act of wrongful destruction vice sabotage.

a. Countersabotage Methods. As a minimum measure, assigned personnel should be made aware of the nature of the threat posed by anti-military individuals and groups. Active liaison with NCIS is a major factor in obtaining such information at the local level.

13 Targeting. Applies if there are known plans or confirmed intentions of a terrorist group to target U. S. or DOD interests. Targeting can be either specific or non-specific. If targeting is not against U. S. or DOD interest, this factor should not be considered.

14 Terrorism. The calculated use of violence or threat of violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.

a. Anti-terrorism Organization. The most cost effective, broadly based method of organizing an anti-terrorism effort is to integrate it as much as possible with crisis management procedures set up to prevent, control, or contain other natural and man-made crises. Essentially, specific anti-terrorism planning involves two defenses to be established in an effort to prevent terrorist acts.

b. Terrorist Methods

(1) Bombs. The bomb(s) used may be of any degree of sophistication and may be placed to destroy equipment, cause fires, create casualties, etc. Depending on the bomb(s) size and placement, the impact may range from minor to major crisis.



(2) Armed Attack. An armed assault, usually with one or more diversionary actions, carried out by small groups against key personnel or critical assets at the command with the objective of causing disruption of mission activities and creating adverse publicity. Hostage taking is not a usual tactic in this type of terrorist action unless the attackers are prevented from escaping.

(3) Hostage Situations. A terrorist group may undertake the seizure of specific hostage(s) for ransom, media attention, coercion or political bargaining purposes. An armed attack may be used to seize critical assets (ship, submarine, aircraft, etc.) when personnel are present in order to use the asset and personnel as leverage to bargain for publicity and political advantage. This type of crisis incident could rapidly escalate to include government crisis management overview at the highest levels. In the event of a hostage situation at this Command, NNMC Public Safety and NCIS will be notified immediately. The Commanding Officer will take charge of the situation until the arrival of an NCIS agent.

(4) Sabotage. Terrorist groups may engage in the use of various sabotage methods in order to harass and demoralize security forces.

15. Trends. Applies if the group has, over the past year, displayed significant terrorist activity that appears to be continuing or increasing. Activity need not have been violent, i.e., terrorist attack against U. S. or DOD interest could be rhetorical or threatening utterances or statements. This factor could be flexible depending on the length of the group's activity cycle.

16. THREAT TYPES. The following categories of threats are established to describe various individuals or groups against which adequate security countermeasures are needed:

a. Threat Type ONE: One or more outsiders (nongovernment persons) who seek access to the NNMC complex to perform an unauthorized act (i.e. vandalism, theft, etc.).

b. Threat Type TWO: An individual or group, authorized access to the NNMC complex seeking to steal/remove an item of government property from the installation.

c. Threat Type THREE: A disgruntled employee seeking to perform an act of sabotage/data tampering/wrongful destruction or otherwise destroy government property or impair mission accomplishment.

d. Threat Type FOUR: An individual or group seeking to make a political statement (anti-military, anti-defense, anti-nuclear, etc.), usually nonviolent in nature, and embarrass the military service by causing adverse publicity.

e. Threat Type FIVE: An individual, terrorist in philosophy and action, seeking access to the NNMC complex to commit an act of violence (sabotage, bombing, hostage abduction, murder, arson, or theft of sensitive matter including conventional arms, ammunition and explosives, etc.).

#### 17. THREAT CONDITIONS

a. THREAT CONDITION ALPHA (THREATCON ALPHA): This condition applies when there is a general threat of possible terrorist activity against installations and personnel. The nature and extent are unpredictable when the circumstances do not justify full implementation of the measures of threat condition BRAVO. It may be necessary to implement certain selected measures from threat condition BRAVO as a result of intelligence received or as a deterrent. The measures taken should not be provocative nor cause public speculation and must be capable of being maintained indefinitely.

b. THREAT CONDITION BRAVO (THREATCON BRAVO): This condition applies when an increased and more predictable threat of terrorist activity exists. The measures in this threat condition must be capable of being maintained for weeks, causing undue hardship, without affecting operational capability, and without aggravating relations with local authorities.

c. THREAT CONDITION CHARLIE (THREATCON CHARLIE): This condition applies when an incident occurs or when intelligence is received indicating that some form of terrorist action against the command and personnel is imminent. Implementations of this measure for more than a short period will probably create hardship and will affect the peacetime activities of the command and its personnel.

d. THREAT CONDITION DELTA (THREATCON DELTA): This condition applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location is likely. Normally, this threatcon is declared as a localized warning.

#### 18. Missing, Lost, Stolen, Recovered (M-L-S-R) Property

a. Missing (M). A missing item is one that is not in its proper location and cannot be readily accounted for.

b. Lost (L). A lost item is one that cannot be accounted for after thorough investigation of the circumstances.

c. Stolen (S). A stolen item is one that is either missing

e. M-L-S-R Reportable Loss/Gain. Any missing, lost, stolen  
or recovered government property, sensitive

ANNEX B

COMMITTEES, SUBCOMMITTEES AND BOARDS

1    The Physical Security Review Committee (PSRC).    The primary objectives of the           o provide command emphasis for the protection of resources,       advise and assist the Commanding Officer in applyinprotecti on standards, and to establish viable crime prevention and deterrent programs.

- a.   The Commanding Officer will designate in writing a PSRC

(3)

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(3)

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c. Meeting and Minutes

(1) The PSRC will meet at least quarterly.

(2) Minutes of the meeting will be submitted to the Commanding Officer via the Executive Officer and will be made a matter of record. Minutes will be retained until completion of the cognizant command inspection cycle, or three years, whichever is greater.

(3) A copy of the minutes will be forwarded to the Chairman, National Naval Medical Center (NNMC) Physical Security Review Committee.

2 Loss Prevention Subcommittee (LPS). The LPS is established to emphasize the importance of loss prevention to the command and to review and define specific actions to be taken to reduce the loss of government property, identify the cause and recommend measures to prevent future losses.

a. Responsibilities

(1) The PSRC chairperson will appoint three members of the PSRC to serve on the LPS. Command Evaluation participation in the LPS is required.

(2) The LPS will:

(a) Meet semiannually.

(b) Ensure that an effective, operational Property Pass System is established by the Equipment Manager that will authorize and track temporary loan or relocation of command property.

(c) Establish Command procedures for the timely review and reporting of Missing, Lost, Stolen and Recovered (M-L-S-R) property reports.

(d) Review M-L-S-R reports for cause to determine reasons and trends, and recommend and monitor corrective actions(s).

(e) Identify and prioritize those items that have a degree of susceptibility to theft and pilferage, and establish protective measures designed to secure assigned property with emphasis on higher priority items.

(f) Identify and recommend legal action to be taken against those found responsible and liable for loss/theft of command property.

(g) Ensure that the PSRC is updated on the status of this Committee and any recommendations forwarded to the Commanding Officer.

(h) Ensure that an active employee loss prevention education program is in effect that will include preventing property losses and care and protection of resources within the command.

b. Meeting and Minutes. Meeting summaries will be appended to PSRC quarterly minutes. Records of all meetings will be retained for three years or until the next cognizant command inspection cycle, whichever is greater.

3. Physical Security Review Board (PSRB). The Security Manager will be a member of the NNMC PSRB. The Board's goal is coordination of mutually supportive physical security and loss prevention practices between NNMC and its tenant commands.

ANNEX C

**BUILDING/AREA SECURITY**

1. Responsibilities

a. The Commanding Officer is responsible for the security of all buildings and areas under his/her operational control and instituting internal procedures to safeguard classified material and government property against theft, fire and other hazards.

b. Directors are responsible for security of the areas within their Directorate. Directors will ensure that at the end of each workday, personnel secure their assigned areas.

c. Duty personnel are responsible for the security of the building/area after normal working hours.

d. The Senior Watchbill Coordinator will ensure that the NNMC Public Safety Department and the NNMC Command Duty desk receive a current copy of all command duty watchbills and the Watchstanders Recall Bill.

2. Minimum Security Requirements

a. Duty personnel will conduct a building/area security check at the end of each day to ensure that no fire hazard exists and that upon departure, the building/area is secured.

b. Personnel remaining in the building/area after duty personnel secure and all day on weekends and holidays must call the duty OOD or JOOD to ensure they are logged in and out of the duty Log Book.

3. Unsecured Structures. When a structure/area is found unsecured and unattended, the following actions will be taken:

a. After normal working hours

(1) Do not enter the building. Contact the NNMC Public Safety Department, Security Division. A security patrolman will conduct a building walk-through inspection, accompanied by the duty person, to ensure that forced entry has not been gained. If no forced entry, compromise of classified material, or missing/damaged property is discovered, the building will be secured. The CDO/OOD will make appropriate log entries surrounding the incident and report to the CO/XO the next working day.

(2) Incidents involving forced entry, damage/theft of property, or the compromise of classified material will immediately be reported by NNMC Security Representative who will complete an OPNAV 5527/1, Incident/Complaint Report. The CDO/OOD shall report facts surrounding the incident to the CO/XO/DFA.

(3) Notify the NSHS Security Division, the next working day following the incident. The Security Division will contact the NNMC Public Safety Department, Investigations Division, for a courtesy copy (OPNAV 5527/1) and status of the preliminary report. Upon completion of the final action, a copy of the report will be forwarded to this command for retention and/or final action.

b. During normal working hours, incidents involving forced entry, damage/theft of property, or the compromise of classified material will be reported immediately to the Security Manager/ Security Officer/MAA staff.

4 Restricted Areas. A restricted area is designated to allow the employment of special security measures to prevent unauthorized entry to areas containing priority resources. Special emphasis is placed on entry and circulation control. Points of ingress and egress of restricted areas will be posted with warning signs as required by paragraph 0307 of reference (a) in this instruction. Entry into these areas will be restricted to personnel with an operational requirement or by specific permission as granted by the Commanding Officer or Director. Appendix 1 of this Annex identifies the minimum-security measures required for restricted areas. The command does not have any area designated as Restricted Areas.

#### 5. Security Inspection of Areas

a. A representative of each Directorate will conduct periodic inspections of assigned areas to ensure physical security standards are maintained. These inspections shall include a physical assessment of designed areas (to include windows, doors, vents, locks etc.).

b. Discrepancies will be corrected at the Directorate level, or be reported to the Security Officer by memorandum. The memorandum will include recommendations for corrective action and/or identify desired physical security enhancement measures for subsequent evaluation.

c. The periodic inspection is a supplemental, internal security inspection and does not negate required physical security inspections.



6 Security Lighting. Protective lighting provides a means of continuing a degree of security approaching, that, which is maintained during daylight hours. It increases the effectiveness of security patrols performing their duties and has considerable value as a deterrent to thieves and vandals. Buildings will be lighted to conform to the standards established in reference (a), Chapter 7, of this instruction.

a. At a minimum, the exterior doors to building 141 will be:

(1) Provided with lighting to enable the security force to observe an intruder seeking access.

(2) Checked daily by the Junior Officer of the Day to ensure all light fixtures are operational.

(a) Inoperative lights will be recorded and referred to the Head, Operating Management Department via the Security Officer.

(b) The Head, Operating Management Department will ensure that all reports of inoperative protective lights are given immediate attention and that corrective actions are taken.

b The NNNMC Public Safety Department is responsible for the daily checks of protective lighting in Building 1 areas.

APPENDIX 1, ANNEX C

**MINIMUM SECURITY MEASURES FOR NSHS RESTRICTED AREAS**

1. **Level Three (Formerly Exclusion Area)**. The most secure type of restricted area. The most appropriate application is to situations where access into restricted area constitutes, or is considered to constitute, actual access to what is being protected. NO level three areas designated.

2. **Level Two (Formerly Limited Area)**. The second most secure type of restricted area. The most appropriate application is to situations where uncontrolled entry into the area, or unescorted movement within the area could permit access to what is being protected. No level two areas designated.

3. **Level One (Formerly Controlled Area)**. The least secure type of restricted area. It contains a security interest, which if lost, stolen, compromised, or sabotaged would cause damage to the command mission or national security. It may also serve as a buffer zone for level three and level two restricted areas. Listed below are the minimum security measures that are required for a level one restricted area:

a. Sign must be posted on the perimeter wall at the point of ingress.

b. Use of a personnel identification and control system.

c. Controlled admission of individuals who require access for reasons of employment or official business, individuals who render a service (vendors, delivery personnel), and unofficial visitors (guests). Individuals without adequate identification as determined by the Commanding Officer must be logged in and out.

## ANNEX D

## KEY AND LOCK CONTROL PROGRAM

Ref: (a) NNMCIINST 5530.2A

1. Purpose. To establish policy and procedures concerning the security, custody, issuance%, inventory and manufacture of keys to spaces under the control of NSHS.

2. Responsibilities.

a. Commanding Officer will appoint in writing the NSHS Security Officer as the command Key Control Officer.

b Security Officer. The NSHS Security Officer is designated as the Key Control Officer and is responsible for the management of the Key and Lock Control Program. The Key Control Officer reports to the Commanding Officer on all matters pertaining to the Key and Lock Control Program. Specific responsibilities include:

(1) Develop and maintain a comprehensive key and lock control program.

(2) Advise the Commanding Officer and key control custodians on all matters relating to Key and Lock Control Program changes.

(3) Ensure that all key control custodians conduct key and lock control inventories at least quarterly. The record of quarterly inventories will be retained for three years or completion of the next inspection cycle, whichever is greater.

(4) Conduct an annual inventory (January) of all keys and maintain appropriate logs and records. Consolidate the results of the key control inventories and submit results to the Commanding Officer.

(5) Approve/disapprove all requests for keys, key storage containers and key rings.

(6) Ensure all key and lock control systems are correctly installed and in working condition.

(7) Ensure proper investigations are conducted into the loss, theft, or damage of keys and/or locks within the key and lock control system.

(8) Provide the NNMCI Key Control Officer with a current list of command key custodians.

c. Senior Key Custodians will be responsible to the Key Control Officer for all keys controlled by that functional area. The Academic Director will appoint in writing a senior key custodian for Building 141 and TTD respectively. Specific responsibilities include:

(1) Assist the Key Control Officer in maintaining a comprehensive key and lock control program.

(2) Maintain control and security of all NSHS keys using the provisions set forth in this Annex.

(3) Maintain a key checkout log and permanent key issuance record for audit and tracking purposes.

(4) Submit a quarterly inventory of keys issued to custodial and sub-custodial key log accounts to the key control officer.

(5) Forward request(s) via memorandum for duplicate/replacement keys to the Head, Operating Management Department via the Key Control Officer. Ensure all requests are properly justified and authorized prior to submission.

d Head, Operating Management Department will process all **requests** for keys received from the NSHS Key Control Officer by submitting a work request form to the NNMC Facilities Management Department locksmith via the NNMC Key Control Officer.

e. Individual staff members will be responsible for each key issued until transfer, at which time the key(s) will be turned in to the Key Custodian as part of the check out process. Staff members reassigned within NSHS will surrender all previously assigned keys to the Key Custodian. Keys will not be loaned to unauthorized personnel.

### 3. Master Key Box

a. Will contain at least one key for every door lock in the command and will be maintained in accordance with this Annex.

b Will be a GSA approved key container. If a GSA approved key container is not immediately available, an approved controlled substantial narcotics locker or a container approved by the Key Control Officer may be utilized.

c. Will be secured when the custodian is not present. Access will be limited to the custodian, sub-custodian and duty personnel.

5. Rotation and Maintenance Security locks, padlocks and/or lock cores will be rotated from one location to another within the same level areas of protection in compliance with the Host Command Rotation Maintenance. Rotation is accomplished to guard against the use of illegally duplicated keys and to afford the opportunity for regular maintenance to avoid lockouts or security violations due to malfunction caused by dirt, corrosion and wear.

6. Key Issuance.

a. Temporary issuance of a key for entry into a locked space requires that the key be logged out and in for internal security purposes.

(1) All requests for temporary issuance of keys will be made to the Key Custodian no later than 1200 on the **day** the key is required.

(2) Duty personnel **will not** issue keys to anyone during their watch unless directed to do so by the Key Control Officer.

7. Lost or Stolen Keys. Personnel having custody of NSHS keys will report lost or stolen keys to the Key Control Officer immediately.

8. Manufacture of Keys. Duplicate or replacement keys will only be manufactured as authorized by reference (a) of this instruction. Command personnel are prohibited from duplicating any key issued to them.

9. Procurement of Locks and Padlocks All locks and padlocks used for low, medium and high security applications will meet the minimum military specifications for that level of security use. The command Security Officer must approve all security lock and padlock procurements.

10. Combinations to Safes/Vaults Containing Public Funds The combination of safes or other security containers used for the purpose of storing funds, disbursing documents, disbursing records, or other U.S. Government negotiable instruments shall be retained by the individual responsible for their disbursement. This individual will not divulge the combination of their safe to any other person. When physically incapacitated and unable to open the safe or security container, the accountable individual, upon order from the Commanding Officer, may divulge the combination to a designated alternate. PLACING THE COMBINATION IN A SEALED ENVELOPE TO BE KEPT IN THE CUSTODY OF ANY OTHER PERSON IS PROHIBITED.

ANNEX E

**REPORTING OF MISSING, LOST STOLEN OR RECOVERED GOVERNMENT  
PROPERTY**

1 Purpose. This plan establishes policies and procedures governing the reporting of missing, lost, stolen or recovered (M-L-S-R) government property.

2. Responsibilities

a. Individual. Each person is charged with the proper safeguarding of all government property. Any person discovering that an item of government property is missing or unaccounted for must complete a Voluntary Statement Form (OPNAV 5527/2) detailing circumstances surrounding the missing item(s), and submit it to the NSHS Operating Management Department via their Director.

b. Directors. Upon notification that government property under-their cognizance is missing or unaccounted for, complete a Report of Survey Form (DD Form 200) and submit it to the NSHS Equipment Manager within three working days.

c. Chief Master at Arms. Upon receipt of an OPNAV 5527/2 will:

(1) Initiate a preliminary investigation and determine if the missing item(s) are reportable under M-L-S-R guidelines.

(2) Report initial investigative findings to the Security Manager NSHS.

(3) Report the Missing, Lost Stolen, Recovered Government Property findings to the Physical Security Review Committee and the Loss Prevention Subcommittee.

(4) Assign a Case Control Number to the Missing, Lost, Stolen or Recovered Government Property Report.

d. Equipment Manager will:

(1) Assign M-L-S-R report numbers in accordance with Standard Operating procedures, and maintain a M-L-S-R report file.

(2) Submit M-L-S-R messages and Report of Survey (DD Form 200).

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(3) Promptly notify the Chief Master-at-Arms of M-L-S-R losses and gains discovered by furnishing a copy of the relevant loss or gain document.

(4) Provide the Chief Master-at-Arms with a copy of the DD Form 200 for M-L-S-R reporting.



**APPENDIX E**

**BOMB THREAT PLAN**

1. Purpose. To promulgate procedures, assign responsibilities, and define specific actions to be taken upon receipt of a bomb threat by any activity aboard National Naval Medical Center, Bethesda, Md.

2. Discussion

a. **All U.S. military bases** and governmental agencies are susceptible to bomb threats.

b **The state of the art in** the area of explosive devices has progressed to the point where many explosive devices are highly sophisticated, difficult to identify, and extremely complicated to disarm. **Explosive devices can be built in many shapes and sizes, and be placed** in various containers, such as a briefcase, wrapped parcel, **box, or** even a filled paper bag. Therefore, **any** unusual objects or common objects in locations where they normally would not be found **must be considered** suspect-and should not be touched or moved.

3. Responsibilities

a. Command. In all instances of a reported bomb threat, the Command Duty Officer will take immediate control **of the situation**, and shall make all decisions relating to this threat, (i.e., partial or **full** evacuation, credibility of the threat, etc.).

(1) The Command Duty Officer will notify **NCIS**, and establish a command post at a sufficient distance from the scene **of a bomb threat so** as to preclude any **chance of personal injury**, and from this command post, direct all operations until relieved by the Commander or his designated representative.

h. Department/Tenant Activity. Each Department/Tenant Activity Officer-in-Charge shall be responsible for establishing **departmental** procedures to be affected upon notification of a bomb threat/incident. These procedures shall include **training and** instruction of department personnel on the actions to be taken upon receipt of a bomb threat, establishment of primary and alternate evacuation routes, designation of search and evacuation team members and their duties; and the establishment and **activation of** a signal system to warn other department/tenant activity personnel that a bomb threat has been received.

(1) Enclosure (1) provides each activity with a Bomb Threat Condition Check-Off List to be used for the establishment of procedures. Enclosure (2) provides a Bomb Threat Call Check-off List to be used by personnel who received a bomb threat call. NNMC Security Personnel will provide training to any activity on a bomb threat situation when requested by the activity.

#### 4. Procedures

a. All Activities. In preparation for the eventuality of a telephone bomb threat, all personnel who handle incoming phone calls shall be briefed on the **information** that should **be noted in the event they receive** a telephone bomb threat. In addition, a **copy of the Bomb Threat Call Check-Off List, enclosure (2),** should be placed in close proximity of every telephone located with an activity/department.

b. Receiving Activity. Upon request of a bomb threat call, the **person** receiving the call should begin recording, word for word, exactly what the caller **is** saying. Also, **any background noises** and a description of the caller's voice should be noted. The **"signal"**, preferably a **large** red card, should be waved about **in the** air letting all others present know that a bomb threat call has been received, so that they may notify the proper authority. All persons **seeing** this **"signal"** shall immediately desist with any other activity they are engaged in and assist the person receiving the call. All talking and loud noises will be discontinued. The person receiving the call should stay calm, be **courteous**, never interrupt the call, and try to keep the person **talking** for as long as possible. Immediately after the caller

hangs up, the person receiving the call is to notify NNMC Police Operations Division, extension 295-1246/7, or the emergency line 777, and the Command Duty Officer, extension 295-4611. After informing the activity supervisor of the call and any actions taken, the person receiving the call is to report directly to the first police unit arriving at the scene.. Here, all information will be passed on for further dissemination.

c. Police Operations Division. Immediately upon receipt of a report from an activity that a bomb threat has been received, the Public Safety dispatcher will dispatch two(2) or more police units to the area instructing them to establish road blocks at a distance of no less than 150 yards away from the scene, and to direct traffic away from the scene. Responding police personnel will be instructed not to use radio equipment within 150 yards of the perimeter. Following dispatching units to the scene, the dispatcher will then notify the following personnel:

- (1) Head, Police Operations Division
- (2) Head, Public Safety Department
- (3) Fire Department (Place them on stand-by)
- (4) Emergency Room (Place them on stand-by)
- (5) Facilities Management (Place them on stand-by)
- (6) Naval Criminal Investigative Service.

-The Public Safety Department dispatcher will inform the person who is reporting the bomb threat that all electrical or monitoring equipment that is on is to be left on; all electrical or monitoring equipment that is off is to be left off. This action is necessary to preclude the possible triggering of a detonation device.

5 Control of the Operation. The Command Duty Officer (CDO) shall be given complete authority and responsibility for all matters relating to the bomb threat. An on scene command post

shall be established at a safe distance (no less **that 150 yards**) from the scene and manned by the following personnel:

- a. Command Duty Officer
- b. Head, Police Operations Division
- c. Head, Public Safety Department
- d. Activity/Department Supervisor
- e. ~~Public Affairs Officer~~

A reporting system by the Head, Public Safety Department **will** be **placed** in effect ensuring that **all** information relating to the incident is promptly relayed to command post personnel. The Command Duty Officer **will** evaluate the credibility and seriousness of the threat.

6. Threat Evaluation. When evaluating a **bomb threat**, the Command Duty Officer should consider the following **factors**:

- a. The content and specificity of the threat.
- b. The degree of security and accessibility maintained by the activity.
- c. Whether immediate evacuation **will** expose **activity** personnel to greater danger.
- d. The number of people **that** must be evacuated:

- e. Whether the caller is merely attempting to disrupt normal work routine or is genuinely aware of a bomb and is attempting to warn **the** activity in order to minimize potential injuries.

7. Course of Action. Once the credibility of the bomb **threat** has been determined, the following courses of action are open to the Command Duty Officer.

- a. To do nothing at all.
- b. Search without evacuating.
- c. Partial evacuation and search.
- d. Total evacuation and search.

8. Evacuation. Once the Command Duty Officer has determined that the bomb threat is of a serious nature, NNMC Security, NCIS, Fire Department, Emergency Room personnel have been contacted, and it has been determined that at least a partial evacuation is necessary the following steps should be taken to evacuate the activity:

- a. An evacuation signal should be given.

b. Activity personnel designated as members of the evacuation and search team should be utilized to assist in the initial search and evacuation process. Members of the evacuation team should guide activity personnel to the proper exit routes, ensuring that this is done in an orderly manner so as to discourage panic and guard against possible personnel injury. Members of the search team should conduct a brief visual search of the threatened area and evacuation routes (usually fire evacuation routes), to prevent taking activity personnel through potential bomb location areas. Search and evacuation team members may be further utilized to assist in the control of access to the bomb area once it has been cleared. All activity-search and evacuation team members will report directly to the command post when relieved of evacuation, search, and access control duties.

- c. Prearranged evacuation routes should be followed. Established alternate routes may be used to move personnel away from any area the caller has noted as the bomb location.

9. Search Procedures. The following factors must be considered when conducting a search:

a. If the search is made without evacuating activity members, **each** area should have a member of the search team assigned to direct the search and maintain verbal Communication with the command post.

b. Search team members should be thoroughly familiar with **their areas** and must be reminded-by department supervisors that they are searchers and not bomb experts.

c. The search should proceed from the outside to the inside, the **bottom** floor, to the **top** floor, the more public areas to the least public areas, - **and** from the floor to the ceiling unless **specific information** is received **as to** the exact location of the bomb.

d At no time will **electrical** or monitoring equipment, (i.e.1 radio, **TV**, office machines, etc.), that is ON at the time of the search, be turned OFF, nor **will** such **equipment** that is OFF, be turned ON. Such action could activate the explosive device.

e. The search teams shall keep the command post informed of all progress by verbal communication only.

10. Action required if a suspected bomb is found. Should a **suspicious** object be sighted, extreme caution will be taken not to touch or move the object. The command post will be immediately notified by verbal communication and shall direct police personnel to the scene to evaluate the object. If the object is of a suspicious nature the nearest Explosive Ordinance Disposal (EOD) unit will be notified for **inspection**. EOD has the responsibility for deactivating and removing the bomb. Should an explosion occur, no attempt to tamper with the debris will be made except to remove the **injured** personnel. #Evacuate the remaining personnel and secure the area until EOD and police can take **control**.

11. Safety. The following **safety** precautions will be strictly adhered to at all times, by all personnel involved in a bomb threat situation:

a. All radios will be secured prior to entering the 150 yard perimeter.

b. No personnel will enter the perimeter area unless specifically authorized by the Command Duty Officer, (i.e. EOD, Fire., Medical, Police, etc.)

c. No spark producing material will be taken in the perimeter area unless directed by the CDO.

d. No static producing gear/equipment will be taken in the perimeter area (i.e., nylon clothing, ropes, etc.), unless directed by the CDO.

e. All electrical/monitoring equipment within the area will be left AS IS at all times.

f. At no time, will anything be **TOUCHED/MOVED** by searching personnel.

g. If within a space and the phone rings, no attempt will be made to answer the phone, nor will any call be made using a phone within the bomb threat area.

h. All personnel in the area will use strict caution not to touch anything.

i. No loud excessive talking or noise will be made in the search area.

j. ALL PERSONNEL WILL TAKE EVERY BOMB THREAT -EXTREMELY  
**REMAIN EXTREMELY ALERT AT**

12. Re-entry after the evacuation. If the building or area has been evacuated, no re-entry will be permitted until the entire area has been searched and no devices were found or the EOD unit has removed any devices found. The decision to re-enter will be made by the Command Duty Officer.

13. After Action Report. A complete and **comprehensive** report-of the bomb threat incident will be completed by NNMC Police Operations for reporting and use in reviewing the local activity's bomb threat plan.

14. Command reporting of the Bomb Threat. **Every** bomb threat will be **reported** by the receiving command to Base Police, tel # 777 at NNMC, Bethesda and other commands as appropriate utilizing the OPREP reporting procedures. The **Naval** Criminal Investigative Service will facilitate cotinter-intelligence and investigative assistance. .